



# FAIRFAX COUNTY POLICE DEPARTMENT

## ANIMAL SERVICES DIVISION

4500 West Ox Road, Fairfax, Virginia, 22030

703.830.1100

[www.fairfaxcounty.gov/living/animals/default.htm](http://www.fairfaxcounty.gov/living/animals/default.htm)

## ANIMAL SHELTER VOLUNTEER APPLICATION

PLEASE PRINT LEGIBLY

NAME:

(Last)

(First)

(Middle Initial)

ADDRESS:

(Number/Street)

(City)

(State)

(Zip)

PHONE:

(Home)

(Work)

(Mobile)

SOCIAL SECURITY NUMBER:

-

-

BIRTH DATE:

/

/

(Month / Day / Year)

EMAIL ADDRESS:

### EMERGENCY CONTACT INFORMATION

NAME:

(Last)

(First)

(Middle Initial)

PHONE NUMBER:

RELATIONSHIP TO YOU:

PLEASE ANSWER ALL QUESTIONS FULLY

ARE YOU:

☐ Currently Employed

☐ Student

If Employed, Occupation:

EMPLOYER:

(Business)

(Phone)

(Supervisor)

If Student, Name of School:

LIST ANY SPECIAL SKILLS THAT WOULD HELP YOU IN A SHELTER ENVIRONMENT:

## PLEASE LIST TWO (2) REFERENCES

**NAME:**

(Last)

(First)

(Middle Initial)

**PHONE:**

**RELATIONSHIP TO YOU:**

**NAME:**

(Last)

(First)

(Middle Initial)

**PHONE:**

**RELATIONSHIP TO YOU:**

## EXPERIENCE

**PLEASE LIST ANY PREVIOUS VOLUNTEER EXPERIENCE:**

**PLEASE LIST ANY PREVIOUS EXPERIENCE WORKING WITH ANIMALS:**

## VOLUNTEER JOB DESCRIPTIONS

PLEASE CHECK THE AREAS OF INTEREST YOU HAVE AS A VOLUNTEER CANDIDATE

- ☐ Dog Walker: Assist in the socialization of dogs available for adoption by walking them in a specified area. Volunteers are encouraged to interact with dogs by talking, brushing, and playful contact.
- ☐ Kennel Assistant: Assist caretakers with duties associated with animal care, cleaning cages, filling water bowls, taking animals out of cages to visit with potential adopters. This job also includes routine maintenance such as washing windows, food pans, sweeping, etc.
- ☐ Grooming Assistant: Assist caretakers with the grooming of animals at the shelter. Duties include bathing animals, clipping nails and other tasks related to the upkeep of an animal.
- ☐ Cat Socialization: Assist in the socialization of cats available for adoption by handling, brushing, speaking softly, and playful contact. Duties also include spot cleaning cages, replacing water, and cleaning litter boxes throughout the day.
- ☐ Small Mammal Assistant: Assist caretakers with duties associated with rabbits, guinea pigs, hamsters, and other small mammals. Duties include spot cleaning cages, replenishing water and hay, and sweeping around cages. Volunteer also interacts with the public and must have prior experience with small mammals.
- ☐ Front Desk Assistant: Assist the front office staff with such duties as updating lost and found reports, assisting citizens at the counter with the purchase of licenses, questions regarding adoption policies and procedure and other animal issues.
- ☐ Administrative/Multimedia Assistant: Assist the Volunteer Services Coordinator with duties in the Volunteer Office. Duties include assembling Adoption packets, Volunteer Packets, Scanning images, Creating flyers, etc. Some graphic design background is preferred.

- ☐ **Receptionist/Telephone Assistant:** *Assist the front office staff with answering phones. Responsibilities include taking lost and found reports over the phone, as well as providing information to the public in regards to the Animal Services Division.*
- ☐ **Events/Tours Assistant:** *Assist the Volunteer Services Coordinator with guided tours of the Shelter and Events staff. Duties include providing groups of all ages and numbers detailed information about Animal Services Division, as well acting as a representative of Animal Services Division at public events.*
- ☐ **Adoption Counselor Assistant:** *Assist in the counseling process of the public. Duties include reviewing personality profiles of animals in the Shelter to properly match a citizen with a specific animal. Must have good communication skills.*

**WHEN ARE YOU AVAILABLE FOR VOLUNTEER WORK? (Please list times)**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

**ARE THERE ANY DUTIES THAT YOU WOULD PREFER NOT TO PERFORM?**

**ARE YOU A MEMBER OF A RESCUE OR HUMANE ORGANIZATION, OR ANY OTHER ORGANIZATION THAT WOULD HELP YOU IN A SHELTER ENVIRONMENT?**

**DO YOU HAVE PETS? HOW MANY?**

**BESIDES A LOVE FOR ANIMALS, WHY ARE YOU INTERESTED IN VOLUNTEERING?**

**PLEASE LIST ANY RESTRICTIONS THAT COULD AFFECT YOUR ABILITY AND/OR AVAILABILITY TO PARTICIPATE IN THE VOLUNTEER PROGRAM, INCLUDING MEDICAL, PHYSICAL, AND SCHEDULING LIMITATIONS.**

**DO YOU SPEAK ANY FOREIGN LANGUAGES FLUENTLY?**

<b>HAVE YOU EVER EXPERIMENTED WITH AN ILLEGAL DRUG?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>IF SO, WHAT KIND AND WHEN?</b>		
<b>HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A CRIME (EXCLUDING TRAFFIC OFFENSES)?</b>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>IF SO, PLEASE EXPLAIN.</b>		
<b>HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF ANIMAL CRUELTY OR NEGLECT?</b>		
		YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>IF SO, PLEASE EXPLAIN.</b>		

**IF YOU ARE UNDER 18 YEARS OF AGE, PLEASE HAVE YOUR CONSENTING PARENT OR GUARDIAN COMPLETE THIS PART OF THE APPLICATION.**

I Hereby give permission for \_\_\_\_\_ to volunteer for the Animal Services Division, and agree to hold harmless Fairfax County, its officers and employees from any and all liability that might be incurred during the course of volunteer service, unless due to the County's gross negligence.

**PARENT/GUARDIAN SIGNATURE:**

**NAME:** \_\_\_\_\_

(Last)
(First)
(Middle Initial)

**ADDRESS:** \_\_\_\_\_

(Number/Street)
(City)
(State)
(Zip)

**PHONE:** \_\_\_\_\_

(Home)
(Work)
(Mobile)

**VOLUNTEER AGREEMENT**

I agree to comply with Animal Services Division's rules and procedures. I agree to respect the confidential nature of the information I may obtain. I understand that my failure to follow the policies and rules of Animal Services Division will result in the termination of my services as a Volunteer. I understand that as a Volunteer I serve at the discretion of the Commander of Animal Services Division, and my volunteer status may be terminated at any time.

**APPLICANT'S SIGNATURE:**

**DATE:**     /     /

## **Authorization for Criminal History Record Check**

I do hereby authorize a criminal history record check concerning myself, by and to duly authorized agents of the Fairfax County Police Department. I emphasize that the intent of this authorization is to provide information for the specific purpose of pursuing a background investigation which may provide pertinent data for the Fairfax County Police Department to consider in determining my suitability for volunteer services for the Fairfax County Animal Shelter.

I have had explained to me, and I fully understand that refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Criminal History Record Information Request</b>		Animal Services Division 4500 West Ox Road Fairfax VA 22030
Last Name	First Name	Middle Initial
Date of Birth	Address	
City	State	Zip Code

**The penalty for this request is made in accordance with Title 19.2, Section 19.2-389, Code of Virginia, 1950 as amended. Misuse of the information is a Class 2 Misdemeanor.**